



**Kin Canada**

**Kinsmen • Kinettes • Kin**

**District 1**

**HOUSE RULES**

**2018 – 2019**

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# TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
PART ONE .....	1
ARTICLE 1 – NAME .....	1
ARTICLE 2 – OBJECTS.....	1
ARTICLE 3 – BOUNDARIES .....	1
ARTICLE 4 – MEMBERSHIP .....	2
ARTICLE 5 – ORGANIZATION .....	2
ARTICLE 6 – ELECTIONS.....	3
ARTICLE 7 – DUTIES OF THE DISTRICT OFFICERS.....	3
ARTICLE 8 – LIMITATIONS OF DISTRICT EXECUTIVE.....	5
ARTICLE 9 – ELECTION AND DUTIES OF DEPUTY GOVERNOR.....	6
ARTICLE 10 – MEETINGS .....	7
ARTICLE 11 – ANNUAL DISTRICT CONVENTION .....	7
ARTICLE 12 – FALL LEADERSHIP CONFERENCE.....	9
ARTICLE 13 – ZONE CONFERENCES.....	11
ARTICLE 14 – FINANCE .....	11
ARTICLE 15 – TRUST FUNDS.....	14
ARTICLE 16 – INTERCLUB ACTIVITIES .....	14
ARTICLE 17 – STANDING & SPECIAL COMMITTEES.....	15
ARTICLE 18 – AMENDMENTS & RESOLUTIONS.....	16
ARTICLE 19 – PUBLISHING OF HOUSE RULES.....	16
ARTICLE 20 – TRAVELING TROPHIES .....	16
ARTICLE 21 – DISTRICT AWARDS.....	17
ARTICLE 22 – CYSTIC FIBROSIS EMPHASIS PROGRAM .....	17
ARTICLE 23 – DISTRICT ONE CONVENTION FLAG.....	17
ARTICLE 24 – DISTRICT ONE COMPUTER & SOFTWARE.....	18
ARTICLE 25 – KINSHIP ONE.....	18
ARTICLE 26 – DISTRICT ONE WEBSITE.....	18
PARTS II, III & IV – DISTRICT AWARDS.....	18
PART V – KINSMEN CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS).....	19
PART VI – KINETTE CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS).....	20
PART VII – KIN CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS).....	21
PART VIII – KINSMEN PAST GOVERNORS & KINETTE PAST COORDINATORS/GOVERNORS .....	21
ARTICLE 15, SECTION 3, DISTRICT MEMBERSHIP FUND – APPENDIX A.....	23
SUPPLEMENTAL FORM FOR MEMBERSHIP FUND FOLLOW UP ~ Attachment A.....	25

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## **PART ONE**

These House Rules shall be supplementary to any provisions of the current Kin Canada General Operating By-Law and shall in no way contradict them. For reference purposes, the current Kin Canada General Operating By-Law and National Policies and Procedures Manual should be consulted initially, and these House Rules secondly as a source of additional information and clarification.

Whenever there may be changes made to the National Awards Program, which have implications in the District One House Rules/Awards Programme, all housekeeping (references to award submission rules, eligibility rule, etc.) changes will be the responsibility of the District Executive Elect. All non-housekeeping changes to the District One House Rules and its Awards section must be proposed as per Article 11, Section 5 and voted on at the Annual District Convention.

The District One House Rules shall be printed and distributed no later than October First of each year and will reflect all changes made as a result of resolutions carried at both District and National Conventions and any housekeeping changes as a result of changes to the National Awards Program which have District One Award implications.

## **ARTICLE 1 – NAME**

### **Section 1 – Name**

The name of this organization is “District One of Kin Canada”.

### **Section 2 – Short Name**

The short name shall be “District One”.

## **ARTICLE 2 – OBJECTS**

### **Section 1 – Objects**

The objects of District One shall be:

1. To administer the affairs of District One.
2. To seek within the District and through the Clubs of the District, the attainment of the objects of the Association as set forth in the current Kin Canada General Operating By-Law of said Association.
3. To increase the fellowship and co-operative efforts of the Clubs.
4. To co-operate with the Association in building new Clubs and in educating and strengthening the Clubs within the District.
5. To promote participation of the Clubs in the District in the general objective programs and policies of the District and of the Association.
6. To transact all business and carry on all correspondence between the Association and the Kin within the territorial limits of this District.

## **ARTICLE 3 – BOUNDARIES**

### **Section 1 – Territory**

District One shall consist of the territory comprising the Niagara Peninsula and that portion of the province of Ontario lying south of Georgian Bay and west of a line drawn northerly from the north shore of Lake Ontario through the east limits of the Town of Oakville, the west limits of the Towns of Georgetown, Mississauga, Brampton, Orangeville, and the easterly limits of the Town of Stayner, and then in a northwesterly direction to the easterly limits of the Town of Wasaga Beach, and then north to the south shore of Georgian Bay and / or Nottawasaga Bay.

### **Section 2 – Zones**

The District Executive, responsible for updating and printing the House Rules following District Convention, may automatically amend this section according to the June thirtieth census.

Zone A Shall consist of Brantford, Cambridge-North Dumfries, Cambridge-Preston, Flamborough & District, Guelph, Hamilton, Kitchener-Waterloo, Oakville, Stoney Creek, Waterloo-Grand River and Woolwich.

Zone B Shall consist of Belgrave, Centre Wellington, Drayton, Fergus & District, Harriston, Listowel, Lucknow & District, Monkton & District, Palmerston & District.

- Zone C Shall consist of Beaver Valley, Collingwood, Feversham & District, Flesherton, Flesherton & District, Meaford, Shelburne, Stayner & District and Wasaga Beach.
- Zone D Shall consist of Cayuga, Dunnville, Fonthill & District, Fort Erie, Grimsby, Niagara on the Lake, Ridgeway-Crystal Beach, and Stevensville.
- Zone F Shall consist of Alymer, Delhi, Dorchester & Area, Elgin-St. Thomas, Greater London, London, Port Dover, St. Thomas, Simcoe and Tillsonburg.
- Zone G Shall consist of Blenheim, Chatham, Dover, Dresden, Merlin & Area, Sarnia, Tilbury & District and Wallaceburg.
- Zone H Shall consist of Harrow, LaSalle, Leamington and Windsor.
- Zone J Shall consist of Chesley, Hanover, Saugeen Shores, Teeswater & District and Walkerton.
- Zone K Shall consist of Clinton & District, Goderich, Hensall & District, Mitchell, St. Marys and Stratford.

### **Section 3 – New Clubs**

Any newly chartered Club shall belong to the Zone best geographically suited to that Club.

## **ARTICLE 4 – MEMBERSHIP**

### **Section 1 – Eligibility**

Membership in the Club shall conform to the current Kin Canada General Operating By-Law.

### **Section 2 – Membership in District One**

Every Kinsmen, Kinette or Kin Club within the territorial limits of this District shall be a member of this District.

### **Section 3 – Not in Good Standing**

Any member Club more than thirty (30) days in arrears for any indebtedness to the Association, or to the District, shall be considered not in good standing.

### **Section 4 – Not in Good Standing Nationally**

1. Any member Club not in good standing with the Association shall be considered not in good standing with the District.
2. If a Club is not in good standing at the Zone level (i.e. Zone dues not paid as per Zone House Rules), they are considered not in good standing at the District level. The Deputy Governor of said Zone shall notify the current District Governors of any Clubs not in good standing.

## **ARTICLE 5 – ORGANIZATION**

### **Section 1 – District Executive**

1. The District Executive shall meet all requirements and qualifications as per the current Kin Canada General Operating By-Law and National Policies and Procedures.
2. Any mention of the District Executive and / or individual executive member within this document is referencing the current executive and / or member for the time frame governed by these House Rules.
3. The District Governor(s) will appoint up to seven (7) individuals as part of the District Executive and any number of District One members to serve as auxiliary members of the District Executive to fulfill the following areas of responsibility:
 

• District Treasurer	• District Club Support	• Risk Manager
• District Secretary	• Director	• District Coordinator
• District CF / Service Director(s)	• Communications Director	• District Webmaster
	• District Awards Director	

Of those appointed, the District Executive of the day must have a minimum one (1) of each; District Secretary, District CF / Service, and District Club Support Director, as mandatory, active members of the District Executive. All other positions may be active member or auxiliary, dependent upon the Governor(s) of the day. All those appointed, active or auxiliary, shall be active members in good standing of a Kinsmen, Kinette or Kin Club in good standing, within the District.

4. Immediate Past District Governor(s) as ex-officio auxiliary members.
5. District Vice Governor(s).

### **Section 2 – Installation**

The District Executive and District Board of Directors shall be installed at the discretion of the District Executive of the day; but in any event no later than Fall Leadership Conference of District One.

### **Section 3 – District Board of Directors**

The District Board of Directors shall be comprised of the following persons; all District Officers, all members of the District Executive Committee, and all Deputy Governors of the Zones in District One.

## **ARTICLE 6 – ELECTIONS**

### **Section 1 – Election of Vice Governor(s)**

1. The Kinsmen, Kinette and Kin Clubs of District One shall elect the Vice Governor(s) from the submitted nominees at the Annual District Convention. Once elected, the Vice Governor(s) will form a joint District Executive and a proposed budget.
2. Nominees to the Office of Vice Governor shall be an active member in good standing of a District One Kinsmen, Kinette or Kin Club in good standing. Nominations will be one or two individuals on the nomination form – if two, running jointly.
3. The Vice Governor(s) shall automatically fill the office of the Governor(s) on July First of the year following completion of their Vice Governor year.

### **Section 2 – Nomination**

1. At least ninety (90) days prior to the annual convention, the District Secretary shall write to each Club in the District enclosing nomination blanks and asking for nominations for the office of Vice Governor(s) for the year following the convention.
2. No Club shall circularize the other Clubs in the District supporting a candidate prior to the filing of the nomination with the District Secretary.
3. Any member who has been elected to the office of Deputy Governor at a Zone Conference shall not be permitted to stand for election for the office of Vice Governor at the convention immediately following the Zone Conference at which they were elected.
4. Nominations for the office of Vice Governor being a member in good standing, of a District One club in good standing, will be submitted to the District Secretary no later than thirty (30) days prior to the Annual District Convention. At the end of that day, nominations will be closed and no further nominations will be accepted for the position.

### **Section 3 – Nomination Announcement**

The nominations as provided for in Section 2 shall be placed before the Annual District Convention immediately after the preliminary formalities of opening the business portion of the convention has been concluded.

### **Section 4 – Elections**

The election shall take place immediately prior to the adjournment of the business portion of the convention and the Vice Governor term of office shall run in conjunction with that of the Kin year.

## **ARTICLE 7 – DUTIES OF THE DISTRICT OFFICERS**

### **Section 1 – District Governor(s)**

1. Shall preside at the Annual District Convention, Fall Leadership Conference and at all meetings of the District Board of Directors.
2. Shall be Chief Executive Officer(s), exercising general supervision over the work and activities of the District.
3. Shall make a report of the activities of the District at the Annual District Convention.
4. Shall be ex-officio members of any special committees that may be appointed.
5. Shall be responsible for the arrangement of the Annual District Convention in conjunction with the convention Host / Hostess and a meeting of the members attending the Fall Leadership Conference.
6. Shall act as a source of information to all Deputy Governors.

7. Shall appoint a Web Master who shall be responsible for the District One Website.

### **Section 2 – Secretary**

1. Shall be the recorder of the minutes of all District meetings.
2. Shall record and maintain accurate minutes of the proceedings of the Fall Leadership Conference and Annual District Convention. Such minutes to be distributed to all Club Presidents and District Board of Directors members no later than thirty (30) days after each aforementioned meeting. The minutes of the FLC will be ratified at the next District Convention and minutes of the District Convention will be ratified at the FLC immediately following District Convention.
3. Shall be responsible for all correspondence under the direction of the District Governor(s).
4. The records of the Secretary shall at all times be open to inspection of the District Board of Directors and the members of the District.

### **Section 3 – Treasurer**

1. The Treasurer shall collect all monies payable to the District and shall disburse the same as ordered by the District Executive.
2. Shall notify all Clubs in arrears in respect of dues and the Club(s) will be declared not in good standing when said dues are in arrears thirty (30) days or more.
3. Shall maintain the financial books of the District, showing therein an up-to-date accounting of receipts and disbursements.
4. Shall perform all duties of the Treasurer in Article 9, 14 and 15.
5. The Treasurer's records and books of account shall be available at all times upon request of a member of the District One Board of Directors and members of the Executives of District One Clubs.
6. The District Treasurer will use Quickbooks as the professional accounting software and will ensure the successful and timely transition of the file to the following team.

### **Section 4 – Communications Director**

1. Shall be responsible for the publication and distribution of the District One newspaper / bulletin.
2. Shall be responsible for the administration of the official District One Kin Facebook Group and Twitter Page, as well as any other form of social media on which District One Kin is represented.
3. Work directly with the District One Web Master to assure continuity of electronic communication to the District on the District One website.
4. Any other duties as required by the Governor(s) to promote communication throughout the District.

### **Section 5 – Cystic Fibrosis / Service Director(s)**

1. The Cystic Fibrosis / Service Director(s) shall co-ordinate all District Service related projects in District One.
2. Shall be the Kin liaison with regards to Cystic Fibrosis activities of District One.
3. Shall perform all duties required by Article 14, Section 6.
4. Any other assignments as required or requested by the District Governor(s).

### **Section 6 – District Co-Ordinator**

1. Shall be conversant with all activities in the District.
2. Shall co-ordinate the activities of all District Executive, District Council, FLC and Annual District Convention.
3. Shall promote all policies and programs as adopted by the Board of Directors.
4. Any other assignments as required or requested by the District Governor(s).

### **Section 7 – District Club Support Director**

1. Shall act as a liaison to the Club Support Directors at the Zone and Club levels, and the National Club Support Committee.
2. Shall participate as required, in conference calls with the National Club Support Committee.
3. Shall report on current membership statistics and any Kinsmen, Kinette or Kin Club charters.
4. Shall identify struggling Clubs and initiate support and work with them to provide membership plans and growth.
5. Any other assignments as required or requested by the District Governor(s).

## **Section 8 – Risk Management Director**

1. Participate in training sessions / conference calls provided by the National Risk Management Committee to become familiar with the issues regarding Risk Management and to establish how Risk Management information should be collected and disbursed.
2. Act as an information and education resource to all Clubs and individuals within the District with respect to matters pertaining to Risk Management.
3. Provide support to Zone and / or Club Risk Managers as needed.
4. Liaise with the National Risk Management Co-Ordinator at Headquarters and National Risk Management Committee.
5. Work with the Deputy Governors to ensure that all required Club documentation and submissions to each level of the Association are filed correctly and on time (i.e. dues, membership reporting status forms, insurance questionnaires etc.).
6. Ensure that each Club is in good standing with respect to provincial or territorial corporate status.
7. Provide education to fellow District Executive / Council members on Risk Management.
8. Any other assignments as required or requested by the District Governor(s).

## **Section 9 – Past District Governor(s)**

1. Shall be members of the District Executive (as stated in Article 5 – Organization)

## **Section 10 – Vice Governor(s)**

1. Shall form a Vice Governor's Committee.
2. The Vice Governor(s) and the committee shall thoroughly familiarize themselves with the operation of the District.
3. The Vice Governor(s) shall act as a liaison officer between such committee and the District Executive.
4. The Vice Governor(s) shall present a budget to be voted on at the Annual District Convention prior to their term of office as District Governor(s).

## **Section 11 – Absence or Resignation**

In the event of the absence, resignation or death of a District Governor, the District Executive shall meet and select or choose one of their members to act in the place of the District Governor and to perform all the duties assigned to the Governor by these House Rules and may appoint another person to fill the vacant position.

## **Section 12 – Accountability of District Officers**

Any District Officer (excluding the Vice Governor(s)) not meeting the duties outlined in the House Rules by the date of Fall Leadership Conference of that year, and not being able to provide reasonable justification for their inaction to the current District Governor(s), along with a plan to better serve the membership, will lose the privileges given to them through the District including having any expenses paid for by District, associated with attending any and all District Council meetings, conferences and conventions. The District Governor(s) have the right to ask the District Officer (excluding the Vice Governor(s)) to step down from their position if they are unable to present and implement a mutually agreed upon plan.

# **ARTICLE 8 – LIMITATIONS OF DISTRICT EXECUTIVE**

## **Section 1 – Determining Policy**

The District Executive will not determine policy for District One Clubs.

## **Section 2 – Courses of Action**

The District Executive will not recommend courses of action or procedures that are inconsistent with the Objects and Aims of Kin Canada.

## **Section 3 – Power and Function of Executive**

1. The District Executive Committee shall exercise its powers between meetings of the District Board of Directors and only as is necessary so that the affairs of the District may be effectively carried on.
2. The exercise by the District Executive Committee of its powers shall be subject to the approval and ratification of the District Board of Directors at its next meeting.



## **ARTICLE 9 – ELECTION AND DUTIES OF DEPUTY GOVERNOR**

### **Section 1 – Requirements**

Any active member who is a member in good standing, of a club in good standing in their Zone.

### **Section 2 – Nominations**

1. At least sixty (60) days prior to the date of the Zone Conference the current Deputy Governor (or in the event of no Deputy Governor, the District appointed representative) shall write to each Club in their Zone enclosing a nomination blank and asking for nominations for the office of Deputy Governor for the Zone for the Kin year following the Conference.
2. A member may be deemed to be properly nominated if their nomination is received thirty (30) days prior to the Zone Conference by the current Deputy Governor and signed by their home Club President and Secretary.
3. Notwithstanding Section 2, Subsection 2, a member shall be deemed properly nominated if a nomination is received from the floor of the Zone Conference and seconded by the majority of accredited delegates in attendance from each of two (2) Clubs.

### **Section 3 – Elections**

1. The election shall take place at the Zone Conference, by secret ballot.
2. Each Club shall receive votes as per the current Kin Canada Operating By-Law and National Policies and Procedures.
3. A simple majority of votes by the accredited delegates in attendance shall determine the election.
4. Should a Zone Conference fail to elect a Deputy Governor, the responsibility to fill this position will be that of the current Vice Governor(s) and their team.

### **Section 4 – Duties of Deputy Governors**

1. Be responsible to their District Governor(s).
2. Make at least one official visit to each Club in the Zone other than an installation or Zone social function.
3. Ensure all Clubs are properly installed in the Zone.
4. Hold a Club Officer Seminar prior to September 15<sup>th</sup>, the purpose of which shall be educational with particular emphasis on the duties and obligations of each member of the Club executive committee.
5. Send regular newsletters to Clubs (minimum of 4) with copies of the same to their District Governor(s).
6. Attend District Pre-Term, District Leadership Seminar, September Council, Fall Council, Fall Leadership Conference, District Mid-Term and District Convention during their term of office.
7. Organize and officiate at the spring Zone Conference. At least thirty (30) days prior to the Zone Conference, the Deputy Governor shall forward to each Club in the Zone, a call to the Zone Conference and a copy of the agenda. Minutes of such meeting to be circulated to the Club Presidents and the District Governor(s) no later than thirty (30) days following the Conference.
8. Prepare a report for all Zone meetings in their Zone.
9. Administer a membership program in their Zone in conjunction with the District Club Support Director.
10. Hold a Pre-Term Meeting of the Club Presidents within the Zone not later than one (1) week preceding the Fall Leadership Conference and a Mid-Term Meeting of the Presidents between January 1<sup>st</sup> and February 15<sup>th</sup> of each year.
11. Collect mini-financial reviews as of December 31<sup>st</sup>, on all Clubs in their Zone by January 31<sup>st</sup>. These to be forwarded to the District Treasurer by the next District Board of Directors meeting.
12. Any other assignments as required or requested by the District Governor(s).

### **Section 5 – Finances**

1. The Deputy Governor will create a financial budget for the operation of the Zone and submit to the District Governor(s) by Club Leadership Seminar. This budget will include income of Zone Dues payable by the Clubs within the Zone as well as the specified Zone Allotment as noted in the District Budget (traditionally a set monetary amount per Club, less the Deputy Governor's home Club).
2. Deputy Governor expenses for attendance at all mandatory District Council Meetings, Conferences and Conventions will be covered under separate line items in the District Budget. Expenses incurred by the

Deputy Governor, over and above those that are not covered by the District, will be the responsibility of the Deputy Governor.

3. Deputy Governor Zone Allotment will be paid to the Deputy Governor ½ upon completion of FLC and appropriately submitted documents required by District, and the remaining ½ allotment will be paid to the Deputy Governor upon completion of Spring Convention and appropriately submitted documents required by District. Such documents to be at minimum: Zone Budget, Club Visitation Reports, Expense Forms and any other documents at the discretion of the District Governor(s).

### **Section 6 – Accountability of Deputy Governors**

Any Deputy Governor not meeting the mandatory requirements according to the Outstanding Deputy Governor Award by the date of Fall Leadership Conference of that year, and not being able to provide reasonable justification for their inaction to the current District Executive, along with a plan to better serve their Zone, will lose the privileges given to them through the District including having any expenses paid for District, associated with attending any and all District Council Meetings, Conferences and Conventions. The District Executive with the approval of the Zone through a President's Roundtable, can ask the Deputy Governor to step down from their position if they are unable to present and implement a mutually agreed upon plan to ensure they are meeting the requirements and duties as outlined in Article 9 Section 4 of the District House Rules.

## **ARTICLE 10 – MEETINGS**

### **Section 1 – Club Leadership Seminar**

1. The District Executive committee shall hold no later than the end of September a District wide educational seminar for the benefit of all Kin members.
2. The purpose of the meeting shall be to bring together all members of District One for the opportunity to be brought up to date with all phases of the Association's business including policy and administration and training and education in Kin. All phases of at minimum the President's responsibilities and duties shall be reviewed so that he / she may be better equipped to offer leadership to his / her Club.

## **ARTICLE 11 – ANNUAL DISTRICT CONVENTION**

### **Section 1 – Responsibility and Purpose**

The Annual District Convention shall be the responsibility of and conducted by the District Executive. Being the annual general meeting of District One, the delegation may propose, discuss and adopt resolutions recommending legislation to the Association subject to the provisions of the By-Laws in that respect. It shall also consider and act upon matters submitted to it by the Association.

### **Section 2 – Time, Location and Notice**

1. The District Executive will give District One Clubs ninety (90) days' notice in writing of the time and place of the Annual District Convention.
2. Ninety (90) days prior to the Annual District Convention, the District Secretary shall write to each Club in the District enclosing an invitation blank and ask for invitations for the site of convention for the following year. Invitations shall be submitted to the District Secretary thirty (30) days prior to the Annual District Convention at which they will be presented.
3. The time and location of the Annual District Convention shall be determined at the immediately preceding Annual District Convention by a majority vote of the accredited delegates. Should no Club vie for the host of such Annual District Convention, the District Governor(s) elect shall have the authority to choose a site in District One.
4. The host Club can be a Kinsmen, Kinette or Kin Club in good standing and if co-hosted must also be a Club in good standing

### **Section 3 – Voting / Rights of Delegates**

Each District One Club having paid its annual dues and listed as in good standing, will be entitled to votes as per the current Kin Canada General Operating By-Law and National Policies and Procedures.

### **Section 4 – Roll Call**

Immediately prior to any elections, an official roll call will be conducted to determine the number of accredited

delegates, therefore determining the voting strength.

### **Section 5 – Special Committees**

The District Governor(s), with the approval of the District Executive, may appoint special committees needed to conduct the business of the day. i.e. resolutions committee, scrutineers committee, credentials committee etc.

### **Section 6 – Budget / Contract**

The Host Club of the Annual District Convention will work with the District Executive on a contract and shall submit its proposed budget to the District Executive. The Contract and Budget will be signed and accepted no later than District Mid-term meeting. Registration for the Annual District Convention will be determined by the budget set forth by The Host Club. The Host Club cannot advertise or promote convention until the District Board of Directors approves its budget and has a signed contract.

### **Section 7 – Host Club Provide**

The Host Club of the District Convention shall appoint at least one (1) convention host / hostess whose duties shall be assigned by the District Governor(s). They shall work in conjunction with the District Executive under the terms of a contract to be negotiated between the convention host / hostess and the current Executive. The Host Club for the Annual District Convention shall arrange, provide and pay for the following out of the Convention Registration Fee and any other means at their disposal such as souvenir programs, advertising etc.

1. Pre-convention expenses such as advertising, traveling, etc.
2. Administrative and incidental expenses necessary to the success of the convention such as audio-visual equipment and public address system.
3. All social functions including entertainment and meals.
4. Accommodations for Council Meetings and the business sessions of the convention as deemed necessary by the District Council.

### **Section 8 – Host Club Arrange**

The Host Club for the Annual District Convention shall arrange and provide, but not be financially responsible for the following:

1. Hotel accommodations for all Club delegates and non-delegates, National and District Officers.
2. A means of recording the proceedings suitable to the District Executive to record and submit the minutes of the business session if needed.

### **Section 9 – Expenses of District Board of Directors**

All expenses of the District Board of Directors shall be borne by the District Treasury.

### **Section 10 – Convention Assessment**

An equal dollar amount, to be set at fifty (\$50.00), shall be collected from each Club in the District by the District Treasurer each year, said sum to be due and payable at the same time as District dues. If any Club, having remitted its District Dues Annual District Convention Levy, has at least one delegate paying a full single or single event registration greater than the levy, that Club will be reimbursed its levy at the close of the Annual District Convention by the Host Club. If the Club does not have at least one delegate paying a full single or single event registration greater than the levy, that Club will forfeit its levy to the Host Club.

Host Club for the Annual District Convention should be remitted all paid levies by March 15<sup>th</sup>, with the next instalment paid with the Council registrations. Any late remittances of District Dues Levies will be paid to the Host Club as received, but no later than the end of the Kin year (June 30<sup>th</sup>).

An up-to-date list of Clubs having remitted their dues will be given to the host Club no later than the commencement of the Annual District Convention to enable them to create refund cheques.

### **Section 11 – Sergeant-at-Arms**

The Host Club shall provide Sergeant-at-Arms acceptable to the District Executive.

### **Section 12 – Profits / Loss**

Any profits derived from the Annual District Convention, after payment of all expenses, shall accrue to the Host Club, and similarly, any excess of expenses over receipts shall be borne by the Host Club.

### **Section 13 – Financial Statement**

The Host Club of the Annual District Convention in each year shall supply within ninety (90) days following the final day of the Convention to the Host Club of the Annual District Convention for the following year and to the District Executive, a financial statement of receipts and disbursements, reviewed by an independent Kin member. The District Executive shall withhold one thousand dollars (\$1000.00) of the District registration until receipt of said financial statement. The \$1000.00 is to be forfeited to the District General Account if the statement is not received within the designated time. The financial statement shall be published in Kinship One.

## **ARTICLE 12 – FALL LEADERSHIP CONFERENCE**

### **Section 1 – Responsibility and Purpose**

Fall Leadership Conference (FLC) shall be the responsibility of and conducted by the District Executive. The purpose of Fall Leadership Conference is to provide education to the members. Such education may deal with Kin, Business, Professional Ethics or Personal Development. The only business to be dealt with over and above the operations necessary for the meeting shall be: The District financial review of the previous year; the financial review of the previous Annual District Convention; review of minutes of the previous Annual District Convention; motions pertaining to any surplus expenditure requests as authorized in Article 14 Section 5; the awarding of the next Fall Leadership Conference.

### **Section 2 – Time, Location and Notice**

1. The District Executive will give District One Clubs sixty (60) days' notice in writing of the time and place of Fall Leadership Conference.
2. Sixty (60) days prior to Fall Leadership Conference, the District Secretary shall write to each Club in the District enclosing an invitation blank and ask for invitations for the site of FLC for the following year. Invitations shall be submitted to the District Secretary thirty (30) days prior to FLC at which they will be presented.
3. The time and location of the FLC shall be determined at the immediately preceding FLC by a majority vote of the accredited delegates. Should no Club vie for the host of such FLC, the Vice Governor(s) elect shall have the authority to choose a site in District One.
4. The host Club can be a Kinsmen, Kinette or Kin Club in good standing and if co-hosted must also be a Club in good standing

### **Section 3 – Voting / Rights of Delegates**

Each District One Club having paid its annual dues and listed as in good standing, will be entitled to votes as per the current Kin Canada General Operating By-Law and National Policies and Procedures.

### **Section 4 – Roll Call**

Immediately prior to any elections, an official roll call will be conducted to determine the number of accredited delegates, therefore determining the voting strength.

### **Section 5 – Special Committees**

The District Governor(s), with the approval of the District Executive, may appoint special committees needed to conduct the business of the day. ie resolutions committee, scrutineers committee, etc.

### **Section 6 – Budget / Contract**

The Host Club of the Fall Leadership Conference will work with the Vice Governor(s) Team on a contract and shall submit its proposed budget to same. The Contract and Budget will be signed and accepted no later than District Pre-term meeting. Registration for the Annual District Convention will be determined by the budget set forth by The Host Club. The Host Club cannot advertise or promote convention until the Vice Governor(s) Team approves its budget and has a signed contract.

### **Section 7 – Host Club Provide**

The Host Club of FLC shall appoint at least one (1) conference host / hostess whose duties shall be assigned by the Vice Governor(s). They shall work in conjunction with the Team under the terms of a contract to be negotiated between the convention host / hostess and the Vice Governors. The Host Club for Fall Leadership Conference shall

arrange, provide and pay for the following out of the Convention Registration Fee and any other means at their disposal such as souvenir programs, advertising etc.

1. Pre-FLC expenses such as advertising, traveling, etc.
2. Administrative and incidental expenses necessary to the success of Fall Leadership Conference such as audio-visual equipment and public address system.
3. All social functions including entertainment and meals.
4. Accommodations for Council Meetings and the business sessions of the conference as deemed necessary.
5. The required break-out rooms (separate areas) along with any necessary audio visual equipment deemed as necessary.

### **Section 8 – Host Club Arrange**

The Host Club for Fall Leadership Conference shall arrange and provide, but not be financially responsible for the following:

1. Hotel accommodations for all Club delegates and non-delegates, National and District Officers.
2. A means of recording the proceedings suitable to the District Executive to record and submit the minutes of the business session.

### **Section 9 – Expenses of District Board of Directors**

All expenses of the District Board of Directors shall be borne by the District Treasury.

### **Section 10 – Convention Assessment**

An equal dollar amount, to be set at fifty (\$50.00), shall be collected from each Club in the District by the District Treasurer each year, said sum to be due and payable at the same time as District dues. If any Club, having remitted its District Dues Fall Leadership Conference Levy, has at least one delegate paying a full single or single event registration greater than the levy, that Club will be reimbursed its levy at the close of Fall Leadership Conference by the Host Club. If the Club does not have at least one delegate paying a full single or single event registration greater than the levy, that Club will forfeit its levy to the Host Club.

Host Club for the Fall Leadership Conference shall be remitted all paid levies by September 15<sup>th</sup>, with the next instalment paid with the Council registrations. Any late remittances of District Dues Levies will be paid to the Host Club as received, but no later than the end of the Kin year (June 30<sup>th</sup>).

An up-to-date list of Clubs having remitted their dues will be given to the host Club no later than the commencement of Fall Leadership Conference to enable them to create refund cheques.

### **Section 11 – Sergeant-at-Arms**

The Host Club shall provide Sergeant-at-Arms acceptable to the District Executive.

### **Section 12 – Profits / Loss**

Any profits derived from FLC, after payment of all expenses, shall accrue to the Host Club, and similarly, any excess of expenses over receipts shall be borne by the Host Club.

### **Section 13 – Financial Statement**

The Host Club of Fall Leadership Conference in each year shall supply within ninety (90) days following the final day of the conference to the Host Club of Fall Leadership Conference for the following year and to the District Executive, a financial statement of receipts and disbursements, reviewed by an independent Kin member. The District Executive shall withhold one thousand dollars (\$1000.00) of the District registration until receipt of said financial statement. The \$1000.00 is to be forfeited to the District General Account if the statement is not received within the designated time. The financial statement shall be published in Kinship One.

### **Section 14 – Outside Facilitators**

The District Executive can access up to \$2000 from the district surplus funds for the sole purposes of paying fees or honorariums to keynote speakers or workshop facilitators (individuals or organizations) who are not part of the Association. In doing so, the remaining surplus balance must not drop below \$20,000. If these funds are used, they will be recorded in the District Financial statement.

## **ARTICLE 13 – ZONE CONFERENCES**

### **Section 1 – Timing of Zone Conference**

Each Deputy Governor shall call a Zone Conference to be held in his/her Zone between February 15<sup>th</sup> and March 31<sup>st</sup> of each year. Approval of the requested date must be given by the Governor(s) of the day.

### **Section 2 – Place**

The place of the Zone Conference shall be determined as follows:

1. Sixty (60) days prior to the Zone Conference, each Deputy Governor shall write to the President of each Club in the Zone enclosing an invitation blank asking for invitations for the site of the Zone Conference for the following year.
2. Invitations shall be submitted on the forms provided by the Deputy Governor thirty (30) days prior to the Zone Conference at which the invitations will be presented.
3. At the Zone Conference, the location of the next Zone Conference shall be voted upon from the invitations received by secret ballot with a simple majority deciding the election.
4. In the event no invitations have been received for the next Zone Conference, the location of the next Zone Conference shall be left to the discretion of the Deputy Governor-Elect.

### **Section 3 – Registration Fee**

The host Club for any Zone Conference shall establish, with the approval of the Deputy Governor, a uniform registration fee to be paid by all persons attending the Zone Conference.

### **Section 4 – Attendance**

Each Zone Conference shall be open to attendance by all members in good standing, provided notification is given ten (10) days prior of the number attending, to the host club.

### **Section 5 – Resolutions**

Every resolution to be presented to a Zone Conference shall be submitted to the Deputy Governor at least sixty (60) day in advance by the Club sponsoring the same. The Deputy Governor will circulate the resolutions to each Club in the Zone thirty (30) days prior to the Zone Conference.

### **Section 6 – Voting**

Each District One Club having paid its annual dues will be entitled to votes as per the current Kin Canada General Operating By-Law and National Policies and Procedures.

1. At least sixty (60) days prior to the date of the Zone Conference the current Deputy Governor shall write to each Club in their Zone enclosing an Accredited Delegate Form.

## **ARTICLE 14 – FINANCE**

### **Section 1 – Budget**

1. The incoming District Executive committee shall prepare and present to be passed, a budget of estimated income and expenditures for the next fiscal year, at the Annual District Convention immediately prior to said fiscal year commencing.
2. The proposed budget shall include the Trust Funds as noted in Article 15 as separate line items.
3. The proposed budget shall be circulated to all clubs within the District not later than thirty (30) days prior to the date of the Annual District Convention.
4. To assist in preparation of the proposed budget, it is recommended that communication with National is made to discover the estimated costs of the following:
  - Outgoing Governor(s) travel, registration and accommodation for National Convention
  - National President Tour expectations for District One
  - Any costs that are expected to be borne by the District Budget for National representation to attend the Annual District Convention

## **Section 2 – Financial Reporting**

1. The Treasurer of the day shall present to each District Board Meeting, Fall Leadership Conference and the Annual District Convention a printed interim financial statement showing the status of the District accounts. An interim financial statement is to be submitted to the FLC brochure for information purposes only.
2. The Past District Governor(s) shall provide a copy of financial statements, reviewed by an independent Kin member, to the current District Executive, in order that it may be distributed to all Clubs or printed in Kinship One, at least thirty (30) days prior to Fall Leadership Conference.
3. The Past District Governor(s), or their appointee, shall present, at Fall Leadership Conference following their term of office, said financial statement, to be examined and voted upon by all accredited delegates in attendance.
4. Each Club shall forward a reviewed financial statement of all of the Club's accounts for the preceding year ending June 30<sup>th</sup>, and the Clubs approved budget for the current year, to the District Treasurer and their Zone Deputy Governor, not later than October 31<sup>st</sup>.
5. All financial records must be turned over to the current District Treasurer by August 15<sup>th</sup> following their term in office. These records must be kept for seven (7) years.
6. Upon filing of the most recent records, the records from eight (8) years prior to the ear newly filed are to be shredded or discarded appropriately.

## **Section 3 – Dues**

1. The District Executive shall have the authority to levy an assessment per member, per annum, per Club, as determined by the approved budget at the Annual District Convention held in that fiscal year, based on the membership as of February 28<sup>th</sup> census at National Headquarters, to be due June 30<sup>th</sup> to cover the Kin year immediately following said payment. The funds shall be collected by the incoming Treasurer as appointed by the Governor(s)-Elect.
2. When the District Executive wishes to raise dues, all Clubs in District One will be notified at least thirty (30) days prior to the Annual District Convention with a financial statement and justification of the change.
3. Newly chartered Clubs, chartered prior to the February 28<sup>th</sup> census date, will be responsible for payment of District membership dues billed for the following year. Clubs chartered after the February 28<sup>th</sup> census date will not be responsible for payment of District membership dues for the following year but will become responsible when their membership numbers are recorded on the subsequent February 28<sup>th</sup> membership census.

## **Section 4 – Expenditures**

1. The host Club will be responsible for the meals of the Governor(s) or their designate and one traveling companion when attending:
  - Zone Conference and Zone Executive Seminars
  - Clubs wishing to personally discuss a problem with the Governor(s)
  - Any invitation issued to the District Executive
  - Charter nights of new Clubs
  - Life Memberships
2. For traveling to functions in District One, mileage at a rate approved by the District Executive is to be paid by the District Treasurer.
3. The registration fee and room accommodations of the District Board of Directors attending the Fall Leadership Conference and the Annual District Convention shall be borne by the District Treasury.
4. The Past District Officer 'pins' shall be purchased from District funds, to be presented to those District Officers at the end of their term in office, in appreciation for their efforts.
5. All authorized duly related expenses incurred by the District Board of Directors will be reimbursed by cheque, upon submission of supporting receipts to the District Treasurer.
6. Signing authority for the District Executive accounts will be comprised of the District Treasurer, the Governor(s) or alternate totalling three (3) signing officers, with a minimum of two signatures on each cheque written.
- 7.

## **Section 5 – Surplus**

1. A surplus fund shall be established and maintained by the District Treasurer.
2. Any surplus from the District Treasury shall be added to the surplus account each year.
3. Any expenditure of surplus monies first requires a majority approval of all accredited delegates at Fall Leadership Conference or the Annual District Convention as per standard voting practices.
4. The District surplus may be utilized for the educational purpose of a District Leadership Seminar, Club Leadership Seminar and other operating expenses prior to taking office, for a Vice Governor's team in the form of an advance without submitting to item three (3). Funds will be fully reimbursed to the surplus fund by that team during their District year. Both the advance and the repayment will be noted accordingly in the financial accounting of the surplus account.
5. All disbursements shall be made solely by cheque.

## **Section 6 – Cystic Fibrosis (CF) / Service**

1. The incoming District CF/Service Director(s) shall submit, at the Annual District Convention prior to taking office, a joint CF/Service budget for expenses to promote CF awareness, service and fundraising. The budget shall be circulated thirty (30) days in advance of said convention.
2. The outgoing District CF/Service Director(s) shall provide a copy of financial statements, reviewed by an independent Kin member, to the current District Executive, in order that it may be distributed to all Clubs or printed in Kinship One, at least thirty (30) days prior to the Annual District Convention.
3. The outgoing District CF/Service Director(s) shall deposit all funds received as of June 30<sup>th</sup> each year in the District CF/Service account to be administered by an independent financial institution with direction to release all funds a minimum of five (5) business days prior to January 15<sup>th</sup> in the following year to Cystic Fibrosis Canada.
4. The outgoing District Treasurer and District CF/Service Director(s) shall release all signing authority on the account by January 15<sup>th</sup>, following their term of office.
5. The outgoing District CF/Service Director(s) shall prepare an interim financial statement based on the funds received and deposited as of June 30<sup>th</sup> cut-off date; to be provided for the Fall Leadership Conference brochure for information purposes only.
6. Any funds not deposited by June 30<sup>th</sup> each year will be carried forward and credited as funds for the following year.
7. The outgoing District CF/Service Director(s) shall present a financial statement reviewed by an independent Kin member, of the CF/Service account at the Annual District Convention immediately following their term of office.
8. The District CF/Service Director(s) shall keep accurate records by Club of all monies collected. They shall present at each District Board Meeting, Fall Leadership Conference and the Annual District Convention a printed interim financial statement showing the status of the CF/Service account. An interim statement is to be provided for the FLC brochure for information purposes only.
9. All CF/Service financial records must be turned over to the current CF/Service Director(s) by February 28<sup>th</sup> following their term of office. These records must be kept for seven (7) years.
10. Upon filing of the most recent records, the records from eight (8) years prior to the ear newly filed are to be shredded or discarded appropriately.

## **Section 7 – Vice Governor(s)**

1. Following election, the Vice Governor(s) will be required to complete a budget that must be approved by the current District One Executive before any funds are released to the Vice Governor team.
2. The Vice Governor team must file a financial statement on or before June 30<sup>th</sup> of the current year to be approved by the District One Executive.
3. Any surplus funds shown in the Vice Governor team financial statement must be turned into the District Treasurer on or before June 30<sup>th</sup> of that current year. These excess funds will be deposited into the surplus account.



## **ARTICLE 15 – TRUST FUNDS**

### **Section 1 – Charter Fund**

District dues collected from a newly chartered Club in its first billing year shall be placed by the District Treasurer in a trust fund for the purpose of external expansion.

These funds need to be shown as a separate revenue line item. These funds shall be disbursed as follows:

1. Any charter committee from District One sponsoring a new Club from District One shall be entitled to be reimbursed a maximum of five hundred dollars (\$500.00) towards the cost of sponsoring a new Club.
2. The sponsoring committee will be eligible to apply for these funds immediately following the charter night ceremonies and no later than sixty (60) days following this charter.
3. Applications in writing must be made to the District Governor(s) signed by the charter committee chairperson(s) and the Deputy Governor(s) of the Zone.
4. Expenses such as mailing costs, hall rental, newspaper advertising, guest meals, and telephone calls would be allowed. Receipts for these expenses must be attached to the application.
5. The District Treasurer shall place the funds in an interest bearing account for expenses of the District each year.

### **Section 2 – NVP Fund**

The District should maintain, with non-dues revenue, a National Vice President (NVP) fund not to exceed five thousand dollars (\$5,000.00). The fund should be administered by the District Board of Directors with no disbursement to any NVP candidate from District One to exceed one half of said fund. Such fund established from the “Go With Grove” campaign of 1988 and the “Norster” campaign of 1991.

The fine pot from the Annual District Convention shall go towards maintaining the NVP fund. Fine pots from all other District meetings or Conferences may be used for this fund or any other cause as the floor of the meeting may decide.

### **Section 3 – Membership Fund**

The District shall maintain a trust fund for the purpose of supporting Clubs in need of financial assistance in their membership endeavours. These funds are to be shown as a separate revenue line item and will be disbursed as follows:

1. Application for funds from the trust fund will consist of the submission by a Club of the official application form and supporting documentation, found in Appendix A.
2. Applications will be reviewed, and approved or denied, by the District Executive of the day within 30 days of receipt. Approved applications to be forwarded, to the District Treasurer who will disperse the funds within 30 days of receipt; said funds not to exceed one thousand dollars (\$1000.00) per Club
3. Monies received by a Club from this fund must be used for membership initiatives only and are not to be used to pay dues or any other expenses.
4. Clubs receiving monies from this fund will be ineligible for any further funding for a period of five (5) years. However, a struggling club showing promise after their two year plan, may submit within the 5 year reapplication criteria and be considered for further assistance. Determination of their need will be made by the District Executive of the day.
5. At the end of each fiscal year, funds are to be transferred from the District surplus to bring the membership trust fund back to a maximum of five thousand dollars (\$5,000.00) on the condition that this shall not deplete the District surplus to less than ten thousand dollars (\$10,000.00).

## **ARTICLE 16 – INTERCLUB ACTIVITIES**

### **Section 1 – Joint Meeting**

A joint meeting shall be defined as a meeting between the members of two (2) or more Kinsmen, Kinette or Kin Clubs, not to exceed three (3) Clubs at which each Club taking part shall conduct its own business in the normal way.

## **Section 2 – Zone Inter-Club**

A Zone Inter-Club shall be considered any social event planned by a Club that adheres to all of the following guidelines:

1. The Zone Deputy Governor(s) must be advised sixty (60) days prior to the proposed event in writing with full details as to theme, time, place, cost and any other pertinent information.
2. The Zone Deputy Governor(s) must reply in writing to any request within seven (7) days to sanction the event.
3. All Clubs in the zone must be given thirty (30) days written notice by the host Club of the sanctioned inter-Club with full particulars as to theme, place, cost, reply deadline and any other pertinent information.
4. Where it is the desire of the host Club that the inter-Club includes more than one (1) Zone but not the entire District, guidelines 1 through 4 must be followed for each Zone to be included.
5. The Zone Deputy Governor(s) cannot sanction more than one (1) inter-Club on the same date.

## **Section 3 – District Inter-Club**

A District Inter-Club shall be considered any social event planned by a Club that adheres to all of the following guidelines:

1. The District Governor(s) must be advised sixty (60) days prior to the proposed event in writing with full details as to theme, time, place, cost and any other pertinent information.
2. The District Governor(s) must reply in writing to any request within seven (7) days to the sanction the event.
3. The District Governor(s) cannot sanction more than one (1) Inter-Club on the same date within one hundred (100) kilometer radius.

## **Section 4 – Notification of Attendance**

Clubs must notify the host Club either verbally and / or in writing as to the number attending. Clubs confirming certain attendance will be obligated to the host Club for the full number confirmed.

# **ARTICLE 17 – STANDING & SPECIAL COMMITTEES**

## **Section 1 – Appointment**

The District Governor(s), with the approval of the District Executive, may appoint such committees as are necessary for the promotion and furtherance of the District's affairs.

## **Section 2 – Terms of Reference**

1. The terms of reference of a standing or special committee shall be those prescribed by the District Executive from time to time.
2. The terms of reference for all standing and special committees shall be published in the District One House Rules.

## **Section 3 – Finance**

1. Funds for the operations of these committees shall be part of the proposed District budget presented at the Annual District Convention for approval.
2. All expenditures from this approved amount will be disbursed by the District Treasurer upon submission of supporting receipts.

## **Section 4 – Qualifications**

Each member of the standing or special committee must be an active member in good standing of a District One Club or a Life Member of the Association as defined in the current Kin Canada General Operating By-Law and National Policies and Procedures.

## **Section 5 – Appointment**

1. The District Governor(s), with the approval of the District Executive, may appoint such members as are necessary.
2. The District Governor(s) shall be ex-officio member(s) of all standing and special committees.
3. No member shall serve a term longer than two (2) years.

## **Section 6 – Responsibility**

1. All chairpersons and members of any such committee shall be responsible to the District Executive and subject to removal by it.
2. Duties of the committee shall be as outlined in terms of reference.

## **ARTICLE 18 – AMENDMENTS & RESOLUTIONS**

### **Section 1 – Resolution Submissions and Circulation Timeline**

1. Ninety (90) days prior to the date of the Annual District Convention, the District Secretary shall write to the President of each Club inviting resolutions to be considered at the Annual District Convention. Any such resolution must be submitted to the District Secretary sixty (60) days prior to the Annual District Convention. Notwithstanding this limitation, any resolutions having been passed at a Zone Conference will be deemed to fall within the meaning of this article. The District Secretary will forward Club-submitted and Zone Conference produced resolutions, along with the convention agenda, to all Club Presidents no later than thirty (30) days prior to Convention, electronically through the Deputy Governors and via e-mail blast through Kin Canada Headquarters.
2. Resolutions that are put forward by the current District Council, including the Vice Governors' team, must be submitted to the District Secretary for circulation to the Clubs no later than ninety (90) days prior to the date of the Annual District Convention.
3. All resolutions received in accordance with this section shall be subject to a review by the appointed Rules of Order Chair and any resolution considered out of order at that time will be provided the opportunity of withdrawal or amendment, by the original Club / individual making the resolution, until such motion is withdrawn or considered to be in order. The amended motion will then be circulated via any means available at the time, such as the District Website, District One Mailing, District One Group Email and through communications to the Deputy Governors. In doing so and having been circulated by said means, up to and including thirty (30) days prior to the opening of the respective Convention, the resolution shall be deemed to satisfy the conditions for consideration.

### **Section 2 – Amendments to House Rules**

Amendments to these House Rules, if in conformity with the current Kin Canada General Operating By-Law and National Policies and Procedures, may be adopted by a two-thirds vote of the accredited delegates present and voting at the Annual District Convention.

### **Section 3 – Resolution Wording**

Any resolution proposing an amendment to these House Rules shall include the exact wording of the Article and / or Section to be amended.

### **Section 4 – Approved Changes**

Unless otherwise stated in the amendment or addition to these House Rules, the approved changes shall become effective immediately at the conclusion of the Annual District Convention and / or Mini-Convention where the amendments or additions were passed.

## **ARTICLE 19 – PUBLISHING OF HOUSE RULES**

### **Section 1 – Amending and Publishing**

1. These House Rules shall be amended each year by the incoming District Executive to include all resolutions passed at the Annual District Convention prior to their assuming office.
2. All amendments to these House Rules shall be published each year by the incoming District Executive and a complete copy of these House Rules shall be mailed or delivered to each incoming Club President.

## **ARTICLE 20 – TRAVELING TROPHIES**

### **Section 1 – Animals**

District One of Kin Canada shall not permit live animals to be used as traveling or roving trophies.

## **ARTICLE 21 – DISTRICT AWARDS**

### **Section 1 – Resolutions**

Any District One Kinsmen, Kinette or Kin Club or District Executive shall submit in writing to the District Executive a resolution for consideration at the next Annual District Convention subject to the current Kin Canada Operating By-Law and National Policies and Procedures.

### **Section 2 – Amendments**

Amendments to Part II, Part III and Part IV of these House Rules shall be proposed as in Articles 18 of these House Rules.

## **ARTICLE 22 – CYSTIC FIBROSIS EMPHASIS PROGRAM**

### **Section 1 – Endorsement Duration**

District One shall endorse Cystic Fibrosis as our District Emphasis Program until a cure or control is found for this disease. All funds raised are to be forwarded to Cystic Fibrosis Canada for their continued research programs.

## **ARTICLE 23 – DISTRICT ONE CONVENTION FLAG**

### **Section 1 – Background**

The District One Convention Flag was designed by Kin Don Johnson of the Kinsmen Club of Paisley & District. The flag was a joint project of the Kinsmen & Kinette Clubs of Zone J, in the 1990-1991 Kin year. The flag was presented to the District One Board of Directors at the 1991 Annual District Convention Awards Dinner in Chatham on Sunday May 19<sup>th</sup>, by Zone J Kinette Coordinator Judy Clark and Deputy Governor Ian Gentles on behalf of all Zone J Clubs.

### **Section 2 – Purpose**

The purpose of the Convention Flag is to help promote either FLC or the Annual District Convention in the host community.

### **Section 3 – Display Choices**

The Convention Flag is designed to be displayed in one of two ways. It can be flown from a flagpole, or a rod may be inserted into the pocket at the top of the flag and hung as a banner.

### **Section 4 – Description**

The District One Convention Flag measures 45 inches by 90 inches. It has a middle white section, with wide red horizontal strips at the top and bottom. The top strip contains the word "DISTRICT" in white, while the bottom strip contains the word "CONVENTION" in white. The middle white section has a narrow red band at both top and bottom. In the centre is a large red "1" flanked by two Kin logos. The left logo has the word "KINSMEN" in the bottom scroll section; while the right logo has the word "KINETTES" in the bottom scroll section. The design is on file at Flags Unlimited in Thornton, Ontario.

### **Section 5 – Governor Rules**

1. The District One Convention Flag is the property of the District One Board of Directors.
2. At each Annual District Convention, the District Governor(s) are to call for the District One Convention Flag to be presented by the hosts of the Annual District Convention to the hosts of the next Fall Leadership Conference, before those in attendance.
3. At each District One Fall Leadership Conference, the District Governor(s) are to call for the District One Convention Flag to be presented by the hosts of FLC, to the hosts of the next Annual District Convention, before those in attendance at the FLC dinner.
4. The flag is to be displayed by the host Club for the duration of the convention / conference. That is, from opening, until the flag presentation ceremony. The flag is to be either flown from a flagpole, or hung as a banner, at the convention hotel or the conference facility.
5. The host Club of either Annual District Convention or FLC is responsible for the care and security of the District One Convention Flag while in their possession. Should the flag become damaged or lost during this time, the host Club is liable for the cost of replacement and is to ensure such replacement occurs well in advance of the next District One Annual District Convention or FLC host requiring it.

## **ARTICLE 24 – DISTRICT ONE COMPUTER & SOFTWARE**

The District Executive will maintain in good working condition, the district laptops (2), printer, LCD projector and all associated software for the preparation of all District documents throughout their term. The District equipment will be turned over to the incoming District Executive by July 31<sup>st</sup>. Any equipment no longer usable can be disposed of at the discretion of the incoming District Executive upon receipt of such equipment and noted in the next District Council meeting minutes. An inventory of all equipment, including serial numbers, is to be kept by the District Secretary.

## **ARTICLE 25 – KINSHIP ONE**

### **Section 1 – Identity**

Kinship One shall be recognized as the official newsletter of District One Kin.

### **Section 2 – Subscription**

Kinship One will be created electronically and be available for all members of Kin through the District One Website. As the District Council of the day decides, there may also be paper copies distributed throughout the District. Minimum publication will be four (4) times annually.

### **Section 3 – Expenses**

All expenses for Kinship One will be covered through the District One budget with efforts to offset the costs through the selling of advertising.

## **ARTICLE 26 – DISTRICT ONE WEBSITE**

### **Section 1 – Webmaster**

1. Shall be appointed by the District One Governor(s)
2. Shall be responsible for the District One Website
3. Shall be conversant with all activities in the District

### **Section 2 – The Website**

Shall represent the District in a manner that does not contravene with current Kin Canada General Operating By-Law, National Policies and Procedures and the District One House Rules.

## **PARTS II, III & IV – DISTRICT AWARDS**

### **Section 1 – Kinsmen and Kinettes Awards General**

Any District One Kinsmen, Kinette or Kin Club or District Executive wishing to introduce a District Award or competition shall submit it in writing to the District Executive for consideration at the Annual District Convention subject to the section governing submission of resolutions. After acceptance by the accredited delegates, this award or competition shall come into effect at the beginning of the next Kin year.

### **NOTE**

The District Awards package is maintained separately from the District One House Rules.

This District Awards package can be found on the District Awards page of the District One Website:  
[www.district1kin.ca](http://www.district1kin.ca).

**PART V – KINSMEN CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS)**

	<b>INCORPORATION #</b>	<b>CLUB #</b>	<b>CLUB NAME</b>
<b>ZONE A</b>	0122593	10218	Brantford
	1788861	11672	Cambridge-North Dumfries
	0058191	10001	Hamilton
	0066496	10226	Kitchener-Waterloo
	0101967	10663	Oakville
	0110228	10638	Stoney Creek
	0457225	11473	Waterloo-Grand River
<b>ZONE B</b>	0545483	11372	Belgrave
	0290023	11014	Drayton
	0899223	11589	Fergus & District
	0120120	10844	Harriston
	0119562	10459	Listowel
	0369847	11191	Lucknow & District
	0380712	11280	Monkton & District
<b>ZONE C</b>	0465909	11388	Feversham & District
	0131402	10659	Flesherton
	0227757	10582	Meaford
	0124023	10811	Shelburne
	0429301	11375	Stayner & District
<b>ZONE D</b>	0085245	10560	Cayuga
	0105340	10210	Dunnville
	0072972	10562	Fonthill & District
	0241350	10229	Fort Erie
	0305672	10995	Grimsby
	0241020	11069	Niagara on the Lake
	0117611	10380	Stevensville
	0117948	10317	Aylmer
<b>ZONE F</b>	0349462	10082	Delhi
	0089151	11303	Dorchester & Area
	0148520	11079	Greater London
	0094006	10809	Port Dover
	0113033	10027	Simcoe
	0125682	10265	St. Thomas
	0084097	10323	Tillsonburg
	0054978	10361	Blenheim
<b>ZONE G</b>	0411378	10045	Chatham
	0125420	11283	Dover
	0104532	10190	Dresden
	0100827	10728	Merlin & Area
	0153054	10078	Sarnia
	0112570	10974	Tilbury & District
	0117612	10102	Wallaceburg
	0089150	10627	Harrow
<b>ZONE H</b>	0645635	10259	Leamington
	0120684	10160	Chesley
<b>ZONE J</b>	0739249	10154	Hanover
	0111693	11559	Teeswater & District
	0123358	10115	Walkerton
	0067122	10578	Clinton & District
<b>ZONE K</b>	0106049	10373	Goderich
	0137074	10635	Hensall & District
	0112984	10706	St. Marys
		10319	Stratford

**PART VI – KINETTE CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS)**

	<b>INCORPORATION #</b>	<b>CLUB #</b>	<b>CLUB NAME</b>
<b>ZONE A</b>	0837504	10630	Guelph
	0827815	10227	Kitchener-Waterloo
<b>ZONE B</b>	1852353	11683	Centre Wellington
		11698	Drayton
	0824792	10460	Listowel
	0824788	11192	Lucknow
	0824791	11481	Palmerston
<b>ZONE C</b>	1572233	11649	Beaver Valley
	0824793	10901	Collingwood
	0824797	11693	Flesherton & District
	0824795	10583	Meaford
	0824779	10812	Shelburne
	0824781	11141	Wasaga Beach
<b>ZONE D</b>	1940093	11701	Fonthill & District
	0824782	10230	Fort Erie
	0824784	10996	Grimsby
	0824778	10381	Stevensville
<b>ZONE F</b>	1913011	11691	Elgin-St. Thomas
	0824774	10080	London
	0824766	10028	Simcoe
	0986325	10324	Tillsonburg
<b>ZONE G</b>	0824770	10046	Chatham
<b>ZONE J</b>	1050768	10161	Chesley
	0827822	11562	Tara
	0827821	10116	Walkerton
<b>ZONE K</b>	0827820	10579	Clinton
	0827819	10374	Goderich
	0824796	10636	Hensall & District
	0824818	11286	Mitchell & District
	0827817	10707	St. Marys

**PART VII – KIN CLUBS OF DISTRICT ONE (INCORPORATION & CLUB NUMBERS)**

	<b>INCORPORATION #</b>	<b>CLUB #</b>	<b>CLUB NAME</b>
<b>ZONE A</b>	0415275	11367	Flamborough
	1828175	11680	Woolwich
	0069423	10262	Preston
<b>ZONE D</b>	0091604	10377	Ridgeway Crystal Beach
<b>ZONE H</b>	1544690	11648	LaSalle
	0057239	10076	Windsor
<b>Zone J</b>	1926576	11697	Saugeen Shores

**PART VIII – KINSMEN PAST GOVERNORS & KINETTE PAST COORDINATORS/GOVERNORS**

<b>YEAR</b>	<b>KINSMEN</b>	<b>HOME CLUB</b>	<b>KINETTE</b>	<b>HOME CLUB</b>
1933-1934	Gordon Harbison	Hamilton		
1934-1935	Wilf Reeves	Toronto (downtown)		
1935-1936	Charlie Sherwood	St. Catharines		
1936-1937	Edward Davis	Wallaceburg		
1937-1938	Bruce Whiteside	Simcoe		
1938-1939	Mickey McKee	St. Catherines		
1939-1940	Sam Dunbar	Owen Sound		
1940-1941	Jerry Knechtel	Hanover		
1941-1942	Dunc Campbell	Hamilton		
1942-1943	Niven Judd	Hamilton (London)		
1943-1944	Charles Peacock	Owen Sound		
1944-1945	Al Sinnott	London		
1945-1946	Doug Farley	Brantford	Irene Kuhn	St. Catharines
1946-1947	Edward Freeland	Fort Erie	Mildred Johnson	Windsor
1947-1948	Jay Dunn/Ken Smylie	St. Catharines/London	Gwen Laidlaw	Hamilton
1948-1949	Andy Johnston	Windsor	Marg Hosie	Stratford
1949-1950	Donald Patterson	Hanover	June Brooker	Fort Erie
1950-1951	Harold Schultz	Preston	Margaret Brown	Essex
1951-1952	William Colby	Chatham	Jean Allin	Chatham
1952-1953	Philip Scalisi	Woodstock	Nova Burgess	Wallaceburg
1953-1954	Irving Cantor	Leamington	Betty Combe	Niagara Falls
1954-1955	John Brooker	Fort Erie	Peg Scott	Leamington
1955-1956	John Nelson	Chatham	Jane Leach	Dunnville
1956-1957	Harvey Moore	Hamilton	Lois Peckitt	Chatham
1957-1958	Hart Watts	Simcoe	Bertha Townsend	Harrow
1958-1959	Ken MacKenzie	Listowel	Agnes Braun	Delhi
1959-1960	Paul Mills	Hanover	Doris Anger	Simcoe
1960-1961	Bill Mickle	Hensall	Helyn Drysdale	Hensall
1961-1962	Bob Burdick	St. Catharines	Ethel Cumming	Galt
1962-1963	Dusty Miller	Thorold	Margaret Green	Dresden
1963-1964	Hal Taggart	London	Doreen Atkinson	Niagara Falls
1964-1965	Mait Edgar	Clinton	Colleen Misener	Stratford
1965-1966	Larry Woods	Preston	Pat Meikle	London
1966-1967	David Jenkins	Welland	Nancy Browne	St. Thomas
1967-1968	Bill Watson	Fonthill	Rose Richards	Blenheim
1968-1969	Bill Stewart	Kitchener-Waterloo	Vicki Scalisi	Woodstock
1969-1970	George Irvin	Galt	Jean Girvin	Guelph
1970-1971	Gordon McInnes	Chippawa	Jean Turnbull	East London
1971-1972	Wayne Boddy	Woodstock	Melba Gray	Walkerton
1972-1973	Bruce Crozier	Leamington	Linda Lowe	Niagara Falls
1973-1974	Peter Baird	Cayuga	Anne Gammage	Blenheim
1974-1975	Ed Conner	Merlin	Lynn Thomas	Beamsville



<b>YEAR</b>	<b>KINSMEN</b>	<b>HOME CLUB</b>	<b>KINETTE</b>	<b>HOME CLUB</b>
1975-1976	John Green	Drayton	Pat Staley	Dundas
1976-1977	Bob Smith	Stratford	Myrna Schmidt	London
1977-1978	Wayne Newell	St. Catharines	Phyllis Livesey/Nancy Benson	Essex/London
1978-1979	Richard Shantz	Preston	Rita Hodgkinson	London
1979-1980	Mike Hoyles	Listowel	Sharon Wilson	Mount Forest
1980-1981	Grant Burgener	Cayuga	Jill Rogers	London
1981-1982	Lou Michell/Al Spak	Preston	Jane Heipel	Guelph
1982-1983	Brian Cleaver	Paisley	Dianne Garrett	Wallaceburg
1983-1984	Paul Burroughs	Burlington	Beath Crerar	Leamington
1984-1985	Rick Shular	Fort Erie	Charlene Germuska	Dorchester
1985-1986	Norm Robinson	Stayner	Gretta Gill	Collingwood
1986-1987	Wayne Grosvenor	St. Thomas	Shirley Mitchell	Preston
1987-1988	Larry Cadotte	Dover	Liz Russell	Simcoe
1988-1989	Dave Norster	Waterloo-Grand River	Laurie Sinclair	Paisley & District
1989-1990	Jim Burkhart	Shelburne	Gail Malcolm	Dorchester
1990-1991	John Creaser	Preston	Joan Norster	Waterloo-Grand River
1991-1992	Dave McKenzie	London	Debbie Burchatzki	Kitchener-Waterloo
1992-1993	George Bulmer	Flamborough	Kathy Jeffery	Collingwood
1993-1994	Jerry Neville	Grimsby	Elizabeth Morris	Tara & District
1994-1995	Gord Trecartin	Mount Forest	June Byron	Guelph
1995-1996	Bob Hughes	Chatham	Cheryl Middlemist	Leamington
1996-1997	John Hutcheson	Preston	Susan Meyers	Clinton
1997-1998	David Proudlove	St. Marys	Kathryn Muir	Waterloo-Grand River
1998-1999	Richard Paquette	Windsor	Cheryl Paterson	Garden City
1999-2000	Dave Muir	Waterloo-Grand River	Monika McKean	Collingwood
2000-2001	Don Cousins	Fergus	Wendy Rolfe	Hamilton-Stoney Creek
2001-2002	Tom Reimer	Kingsville	Carol Cooper	London
2002-2003	Brad Parkes	Collingwood	Kim Switzer	Stratford
2003-2004	Corky Corcoran	Goderich	Kerry Rajotte	Waterloo-Grand River
2004-2005	Dave Hart	London	Darlene Cole	Collingwood
2005-2006	Greg Delutis	Oakville	Kathrin Delutis	Oakville
2006-2007	Brad Rockefeller	Port Dover	Kim Switzer	Stratford
2007-2008	Earl Cabana	Listowel	Arlene Gray	Oakville
2008-2009	Rob Houle	Shelburne	Odette Houle	Shelburne
2009-2010	Darrell Cooper	Greater London	Judy Dallaway	Simcoe
2010-2011	Norm McColl	Kitchener-Waterloo	Elaine Couch	Kitchener-Waterloo
2011-2012	Dan Strugar	St. Marys	Colleen Wake	London
2012-2013	Marty Makins	Hamilton	Terri Iredale	St. Marys
2013-2014	Chirs Kekes	Preston	Melissa Suggitt	Preston
2014-2015	Marty Makins	Hamilton	Joanne Bint	Oakville
2015-2016	Curtis Thoms	Cambridge-North Dumfries	Katie McKean	Collingwood
2016-2017	Bill Harris	Cayuga	Monika McKean	Collingwood
2017-2018			Debbie Flagg	Fort Erie

**ARTICLE 15, SECTION 3, DISTRICT MEMBERSHIP FUND – APPENDIX A**

This form and its attachments are part of the application process and a guideline to assist clubs, to access the District One Membership Fund. Please feel free to include any other attachments that may further explain your clubs’ needs and goals.

DATE OF APPLICATION: \_\_\_\_\_ CLUB APPLYING: \_\_\_\_\_

TWO YEAR PERIOD FOR MEMBERSHIP PLAN: START \_\_\_\_\_ CONCLUDE \_\_\_\_\_

**CLUB DATA:**

YEAR CHARTERED: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

CURRENT MEMBERSHIP: ACTIVE: \_\_\_\_\_ LIFE: \_\_\_\_\_

CLUB STATUS: PLEASE CHECK THAT DUES ARE PAID FOR ZONE \_\_\_\_\_ DISTRICT \_\_\_\_\_ NATIONAL \_\_\_\_\_

INSURANCE REPORTING FORM CURRENT \_\_\_\_\_ PROOF OF INCORPORATION ON FILE \_\_\_\_\_

**PLEASE NOTE THAT CLUB MUST REMAIN IN GOOD STANDING FOR TWO YEARS**

***Please provide the following attachments:***

**Attachment 1** – Event proposals including proposed budgets, timelines and membership growth expectations for both year one and year two of the plan.

This to include the following:

- Outline your proposed methods and plan, of training and educating your new members, and who will be responsible
- Outline your proposed methods of following up with potential members following your event:
- Indicate the members (your own club or mentors you are requesting attend) that will chair the membership drive, the events and who will outline the clubs’ history and value to the community, including future plans and projects:

**Attachment 2** – Copy of current club financials (interim financial statement to club budget).

APPLICATION SUBMITTED BY: \_\_\_\_\_ POSITION: \_\_\_\_\_

CLUB MEMBERSHIP CHAIR CONTACT INFORMATION: NAME: \_\_\_\_\_

PREFERRED CONTACT INFO: \_\_\_\_\_

REVIEWED AND APPROVED BY DEPUTY GOVERNOR: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED AND APPROVED BY DISTRICT CLUB SUPPORT DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Attached is your follow up form to show the District the status of your endeavour.

- a) You will be required to fill out this form and return within 30 days of completion of your year one event.
- b) You will be required to fill out this form once again, within 30 days of completion of your year two event.

Please confirm your current Club Membership Support person via the District One Website [www.district1kin.ca](http://www.district1kin.ca)  
This is the person to whom you will submit your form.

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**DISTRICT USAGE:**

District Council Decision:DATE \_\_\_\_\_ ACCEPTED \_\_\_\_\_ DECLINED \_\_\_\_\_

Forwarded to District Treasurer for payment:DATE \_\_\_\_\_ CHQ \_\_\_\_\_

Club notified of decision by District Club Support Director: DATE \_\_\_\_\_

Form shared with Vice Team for follow up: DATE \_\_\_\_\_ TO WHOM: \_\_\_\_\_

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**CLUB INFORMATION:**

CLUB: \_\_\_\_\_ ZONE: \_\_\_\_\_ DATE OF FORM FORWARDING: \_\_\_\_\_

DATE OF MEMBERSHIP FUND GRANT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_ YR 1 OR 2: \_\_\_\_\_

CLUB CONTACT: \_\_\_\_\_ CLUB SUPPORT DIRECTOR: \_\_\_\_\_

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**CLUB TO COMPLETE THE FOLLOWING, ADDING SUPPORT DOCUMENTATION WHERE NEEDED:**

Please summarize the results of your membership event, highlighting attendance, prospective members, members gained, planned follow up and next steps.

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Indicate the positives of the event and things that you will do differently for your next event:

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Has the club updated the membership plan as a result of the event and what changes have been made:

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Current Membership of club: \_\_\_\_\_ is this an increase or decrease since plan: \_\_\_\_\_ by how much: \_\_\_\_\_

Has your club participated in the Club Health Assessment: \_\_\_\_\_ If no, will you: \_\_\_\_\_

Do you want the Club Support Person to visit your club: \_\_\_\_\_